



Professional Property Management
of Northern Virginia, Inc.

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SPRING/SUMMER INSTRUCTIONS 2006

A Reminder That Warm Weather is Right Around the Corner !

The following tips will help you comply with and make the seasonal transition a smooth one.

Make sure your air conditioning is working properly – do not wait for a “HOT” day.

Make sure the air conditioning filter is changed each month for efficiency and cleanliness.

Make sure the outside air conditioning unit is free from obstruction and debris.

In the event your air conditioner stops working in the evening or on a weekend, the repair will be handled as a routine maintenance call and is NOT considered an emergency. No overtime service will be authorized.

Check your smoke detectors for operation and batteries. Please contact PPM if they do not work.

Please be sure to keep the grass mowed and shrubs trimmed if you are required to maintain them per your lease agreement. Water the shrubs and lawn if the weather is hot and dry.

Make sure the gutters are clean and free of debris. This prevents water from entering the house during rainy downpours. Make sure all water is flowing away from the house.

FOR YOUR INFORMATION

PPM recently installed a new automated phone system to provide better response to our tenants, owners, and customers. Please note the following new extensions.

Accounting/Bookkeeping: - ext 101, 106
Applications & Leases: - ext 112, 117
Maintenance: - ext 104, 105, 115

Property Inspections: - ext 108, 109, 111
Lease Renewals/Extensions: - ext 116
Front Desk: - ext 100

To expedite your repair requests you may send your requests via email to:

Mike Gerhand: - mike@ppmnva.com OR Christine Hines: - christine@ppmnva.com